Tracking Requirements for Benchmark Interventions Coming

Beginning in January 2014, schools will be required to enter students' intervention plans into Infinite Campus (IC). A new custom tab, developed by the Kentucky Department of Education (KDE), will collect intervention data for students in kindergarten through 12th grade and will address the needs of Targeted Transitional Interventions and The Kentucky System of Interventions (KSI)/Response to Interventions (RtI).

The Intervention tab will collect data on the nature and outcomes of students' interventions. The data in this tab includes whether the intervention is provided as a full course or during a more flexible intervention time; the intervention being used (e.g., a particular transitional curriculum, vendor product or teacher-designed intervention lesson); the duration of the intervention (e.g., daily or bi-weekly); and the number of hours of intervention the student received.

Districts will have access to new reporting, making it easier to track and identify students who are not meeting benchmarks. The reporting features also allow districts to identify students who did not meet assessment benchmarks and are not enrolled in intervention services so they can provide timelier follow-up to meet those students' needs.

Training information will be forthcoming to aid schools in using this tab. Direct any questions on the Intervention tab design to April Pieper at april.pieper@education.ky.gov or Nick Easter at nick.easter@education.ky.gov.

Reminders

- **Student voice** – Prepare now for the student voice survey coming March 2014. Your district Infinite Campus Portal must be active and student accounts for students in grades 2-12 must be active.
- **eTranscripts** – Verify that your local IC settings for eTranscripts are correct by generating a sample transcript for one or more students prior to releasing official transcripts to schools.
- **Open House** – Verify that your school and district contact information is up-to-date and complete in the expanded list published in the recently updated Open House site.

Refer to the October 2013 *KSIS & More Newsletter* for more details on any of these items.

Enhanced Network Security, Upgrades to Reduce Outages

KDE understands the frustrations school and district staff experience when Infinite Campus is unavailable. Network connectivity issues, not the Infinite Campus product, have caused most of the recent service disruptions. Enhanced network security and the KIH3 upgrade should continue to improve network stability, thus reducing system outages. Systems availability is a priority and KDE will continue to work with ATT and Infinite Campus to troubleshoot problems and improve the availability of the network to support daily work.

Assessment Data Available in District Edition

In the past month, KDE loaded 2012-13 assessment scores into Infinite Campus. This includes K-PREP and Alternate K-PREP, End of Course (EOC), K-PREP and Alternate K-PREP growth, and high school growth. Districts will have access to these scores as they are loaded and pushed down to districts. Scores should be available by the end of October.

ACT national scores also have been loaded. Upon a district's request, KDE will publish the ACT national scores to the district site using the new ACT (KY_Natl) template. Contact Raymond Carter with the KIDS Division of Enterprise Data to request the ACT national scores.

Fall and Winter Training Opportunities

- Infinite Campus Interchange in Kentucky – Dec. 12-13, Louisville
- KSIS Mid-Year Training – Jan. 8, 2014, Frankfort and Lync Online
- Handouts and info are available from Fall IC User Group Meetings

For detailed information on training items go to the KSIS Training Web page

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November 2013

CIITS News You Can Use

CIITS News, a supplement to the KSIS & More newsletter, is focused on CIITS data quality. CIITS data comes from Infinite Campus, Kentucky's Student Information System (KSIS); therefore, it is important to know how KSIS data is used and the critical need for accuracy.

CIITS Custom Roles and EDS Clarified

Each district's KSIS administrator or point of contact may assign CIITS custom roles in Infinite Campus for individuals who need additional permissions to facilitate use of all CIITS functions, including the Educator Development Suite (EDS).

In September, KDE created the CIITS District Leadership and CIITS School Leadership roles to allow select administrators to have additional access to EDS functions. Districts should use caution when assigning the new roles. KDE recommends that they be reserved for school and district administrators such as instructional supervisors, assistant principals, directors of federal programs, etc.

If the custom leadership role is assigned, no other custom roles are necessary. Do **not** assign the custom leadership role to principals or superintendents; they already have the default role of leadership within CIITS.

New CIITS Custom Role	Appropriate Use
CIITS **District** Leadership	It is assigned in Infinite Campus at the **district** office to provide the same permissions as the superintendent in the district of the assignment. In addition to all other instructional management, classroom and assessment administrative functions, this role allows an individual to conduct observations, and review and work with teachers on their professional growth plans and self-reflections within the EDS module.
CIITS **School** Leadership	It is assigned in Infinite Campus at a **school** to provide the same permissions as the principal in the school of the assignment. In addition to all other instructional management, classroom and assessment administrative functions, this role allows an individual to conduct observations, and review and work with teachers on their professional growth plans and self-reflections within the EDS module.

Districts may assign **additional** CIITS custom roles for individuals with a CIITS Teacher or Staff default role. A chart of CIITS functionality by default role and custom role is available here.

For detailed steps and screenshots on assigning default and custom roles for district and school staff, please see the *Assigning CIITS Roles and Permissions through Infinite Campus* training document.

ARE YOU SOCIALLY CONNECTED TO KDE?

KDE has both a Facebook page and a Twitter feed. Subscribe to the KDE Twitter feed by connecting to @KyDeptofEd. Access the KDE Facebook page here or by searching for "Kentucky Department of Education" on Facebook under "Government Organization."

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CIITS Contact Roles Available

KDE added two new CIITS contact roles to the Web Security Administrator (WSA) application. The roles are CIITS district contact and CIITS school contact. The individuals assigned these roles will receive CIITS communications from KDE.

Each district should assign at least one district-level individual for the CIITS district contact role to ensure that appropriate personnel receive important CIITS communications. This contact will appear on the district and school contact page in Open House.

Districts use the WSA to assign contacts for various roles within the district. To specify or update the CIITS contacts in your district, please contact your web apps admin point of contact (WAAPOC). You may view a list of the WAAPOCs by clicking here and then choosing "Web Apps Admin Point of Contact-WAAPOC" in the drop-down box.

Report CIITS Issues to SchoolNet Help Desk

Please report CIITS login, data and technical issues to the SchoolNet help desk. Reporting issues using the help desk will ensure they are tracked, escalated and routed appropriately. The SchoolNet help desk provides the first line of support for CIITS users. Contact the help desk at (855) HELP4KY or ciitshelp@schoolnet.com.

EDS Caseload Issues

SchoolNet has set up an online form to report issues with observation caseloads or to request changes to caseloads. The issue form may be found here.

Do you have comments or suggestions for the newsletter? Please contact linda.burton@education.ky.gov,

The KSIS and More Newsletter addresses your enterprise data management needs with featured articles and announcements including latest tips and best practices. One of the most important ongoing messages is the importance of data quality.

CIITS Training Opportunities

CIITS Features and Functionality – KDE is conducting a series of webcasts focused on the new features and functionality available in CIITS. The webcasts are available live or recorded.

The next live CIITS Webcast will be at 2 p.m. EDT on Thursday, Oct. 24. KDE staff will send Outlook meeting invitations to all chief academic officers, and CIITS district and school contacts prior to the event.

You can view recorded webcasts from the Aug. 22 and Sep. 25 sessions posted to the CIITS Training page on the KDE website.

Curriculum Manager Training – KDE will sponsor training on how to use the Curriculum Manager tool and how to enter district curriculum. The training will be open to 25 districts at each of the daylong sessions. You will receive more information in early November. Participants may register through the Education Development Suite beginning Nov. 4.

Locations and Dates:
- Western Kentucky – Dec. 5
- Green River – Dec. 6
- Jefferson County (2) – Dec. 9 and 10
- Corbin (2) – Dec. 11 and 12
- Northern Kentucky – Jan. 2014 (date will be set later)

School and District Data Training – KDE will offer school and district data training through a WebEx. Watch for details that will be announced soon.

Version 15.2 Release

KDE has scheduled deployment of Version 15.2 for production in early November. We will post highlights of the new functionality offered by v. 15.2 on the CIITS Support Materials Web page when it becomes available.